



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

YOUR UNIT'S LETTERHEAD

REPLY TO
ATTENTION OF

OFFICE SYMBOL

DATE

MEMORANDUM FOR DPW, FSBP, BLDG 49017, Ft. Hood, TX 76544

SUBJECT: Request Exception to Policy (ETP) for a single soldier without dependents for BAH, RANK, Last, First, SSN, Unit

1. **ISSUE / SITUATION**: Brief description of the situation. 95% occupancy of barracks; Divorced, etc. Why residing in barracks would create more hardship, etc, etc.
2. Brigade Commanders Initials verifying the Soldier is NOT High Risk. [REDACTED]
3. This ETP will have to be re-evaluated after 12 months.
4. CSMs full name and number.
5. POC for this memorandum is **FULL NAME / NUMBER** (NOT the undersigned).

06 SIGNATURE BLK